

2018-2019

Club Registration Handbook



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MGA

The Manitoba Gymnastics Association is a non-profit Sport Organization, which is athlete-centered in its focus. The MGA, which was incorporated in 1969, is a progressive, service-oriented organization, which offers high quality programs for athletes, coaches, officials and volunteers.

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ACRONYMS

CARC	Child Abuse Registry Check
CRC	Criminal Record Check
GCG	Gymnastics Canada
MAG	Men's Artistic Gymnastics
MGA	Manitoba Gymnastics Association
NCCP	National Coaching Certification Program
RiS	Respect in Sport
TnT	Trampoline & Tumbling
WAG	Women's Artistic Gymnastics

Benefits of Membership

Associate Members

- Accident and third party liability insurance

Recreation/Non-Competitive

- Accident and third party liability insurance
- NCCP training
- Access to development programs (clinics, workshops and resource materials) for athletes, coaches, judges
- Access to and member rates for the [CanGym](#) Program
- Communication network
- Membership with Gymnastics Canada
- Ability to run for Board of Director positions
- Promotion of gymnastics
- Support with starting a new club
- Annual General Meeting voting rights
- Calendar of events
- Directory listing
- National Gymnastics Week
- Classifieds

Regional Stream Competitive

- See Recreation/Non-Competitive List
- Provides clubs with access to MGA Competitions for Regional Stream
- Provides certified judges for competitions upon request
- Women/Men Regional Stream programs and materials

- Technical Committee programming & support
- Developmental camps
- Recognition of athletes, volunteers, coaches Eligibility to compete in invitational and provincial competitions and programs

Provincial/National Stream Competitive/High Performance

- See Recreation/Non-Competitive List
- Provides clubs with access to MGA competitions from Provincial Stream to National Stream
- Provides clubs the opportunity to host major gymnastic competitions
- Provides certified judges for competitions upon request
- Technical Committee programming & support
- Women/Men/T&T's Provincial & National programs and materials
- Eligibility to compete in invitational and provincial competitions and programs
- Technical assistance, staff expertise
- Recognition of athletes, volunteers, coaches
- Eligible to host events
- Record keeping
- Athlete camps, talent identification
- Travel subsidies for athletes, coaches, and officials
- Developmental camps
- National and international eligibility
- Fundraising access

Membership and Registration Information

MGA charges membership fees to help offset the costs of the many programs and services it offers to clubs, club members and other MGA members. Membership support, in both numbers and dollars, is crucial to the continued development of Gymnastics in Manitoba.

1. To be a member of the Manitoba Gymnastics Association, an individual must be a member of a registered Manitoba Club, with the exception of officials and MGA Board members. See Page 10/11 for coaching requirements for registration.
2. A member will be considered to include any formal or informal organization that is (directly or indirectly) controlled, materially influenced, affiliated, associated or connected to the member and may be a group of participants, registrants, class of member, company corporation, subsidiary, branch, satellite operation, "feeder" group, "booster" group, club or like organization. Members must understand that the establishment of such separate entities in order to circumvent this or any other MGA membership requirement will be considered an act of misrepresentation.

Actions of this type are considered contrary to principles of ethical conduct, and may result in disciplinary proceedings and consequences as determined by the Board of Directors or agents acting upon their direction.

3. A club must register 100% of its membership (athletes, recreational, coaches, apprentice coaches, officials, and executive members) *who meet the registration requirements* with the MGA. Only registered members, and registered clubs *in good standing*, may participate in MGA programs and reap the benefit of MGA funding. All fees and forms must be received for registrations to be complete, and for individuals and clubs to be considered members of MGA and GCG.

If a club does not register 100% of its membership, *who meet the registration requirements*, registration may be denied or revoked. This information must be received from the club within thirty days of the program commencement date stated on the *Letter of Intent*. The MGA will not provide access to membership services and programs unless all registration information (fees, forms and individual forms) is submitted. Any clubs, whose initial registration is not received by the thirty day deadline, will not be considered members of the MGA, until all fees, forms and names are received.

4. As members of the MGA, clubs agree to comply with all MGA policies, by-laws, and other program and/or administrative rules and regulations.
5. No refunds will be issued once a registration has been processed.

Registration Procedures and Categories

Procedures

1. Each August, Manitoba Gymnastics will electronically distribute membership information to clubs within the province. The registration year is September 1 – August 31. All registration information should be submitted electronically via email.
2. Returning clubs must submit the following forms by September 15th.
 - a. [Club Registration Form](#)
 - b. [Letter of Intent](#) – indicating the program commencement date, allowing the club a 30-day *grace period* from the Program Commencement Date to register its members for insurance purposes.
 - i. New members who join a club after the initial registration must also be registered and paid for up to and including August 31 of each year. As it is important to receive this information as soon as possible, clubs should fax or e-mail the information on the new members to the MGA. The MGA will invoice the clubs for the registration fees for these new members. If a club has a credit with the MGA no additional Administration Fee will be charged for the registrations. If the MGA is required to invoice the club there will be an Administration Fee applied.
 - c. [Club Contact Form](#)
 - d. [Privacy Declaration](#)
 - e. [Non-Music Verification Form](#)

Categories

Clubs		
Type	Competition	Notes
Recreational	Only within the club	
Regional Stream Competitive	Only within the province	Eligible for Manitoba Games
Provincial Stream Competitive	May compete outside the province	Eligible for participation at Western Canadian Championships
National Stream Competitive	May complete outside the province and country	Eligible for participation at Western Canadian and Canadian Championships.

Individuals		
Category	Type	Notes
Coach	<ul style="list-style-type: none"> • Apprentice Coach (13-15 years of age) • Recreational • Regional Stream • Provincial Stream • National Stream 	
Judge	<ul style="list-style-type: none"> • Regional Stream • Provincial Stream • National Stream 	
Athlete	<ul style="list-style-type: none"> • Recreational • Competitive <ul style="list-style-type: none"> ○ Regional Stream ○ Provincial Stream ○ National Stream 	Athlete's competitive categories must be stated on their registration forms.
Associate		These include volunteer or club executive members.

It is extremely important to correctly register within each category for the following reasons;

- Ensure correct mailing lists
- Notification of coaching, judging & athlete clinics.
- Ensure funding eligibility for out of province competitions such as Westerns & Nationals.
- Ensure eligibility to compete in MGA sanctioned events.

Deadlines and Fees

Club Description	September 15	After September 15
Recreation Only - 25 or less membership	\$ 50.00	\$ 75.00
Recreation Only - 26 or more membership	\$ 75.00	\$ 100.00
Recreation - 25 or less membership & Competitive Stream	\$ 250.00	\$ 300.00
Recreation - 26 or more membership & Competitive Stream	\$ 275.00	\$ 325.00
Competitive Stream Only - All Disciplines	\$ 200.00	\$ 225.00
Category Description	30 Days after Commencement Date	30+ Days after Commencement Date
Athlete:		
Artistic & T&T / Recreational Non-Competitive	\$ 22.00	\$ 23.00
Artistic & T&T / Regional Stream	\$ 40.00	\$ 41.00
Artistic & T&T / Provincial / National Stream	\$ 60.50	\$ 61.50
Coach:		
Artistic & T&T / Apprentice (13-14 years of age)	\$ 24.00	\$ 25.00
Artistic & T&T Recreational / Non-Competitive	\$ 29.00	\$ 30.00
Artistic & T&T / Regional Stream	\$ 32.00	\$ 33.00
Artistic & T&T / Provincial / National Stream	\$ 45.50	\$ 46.50
Judge:		
Regional / Provincial	\$ 30.50	\$ 31.50
National	\$ 45.50	\$ 46.50
Associate Membership	\$ 22.00	\$ 23.00

Music	Fee	Deadline
<p>Socan</p> <ul style="list-style-type: none"> Is a performing rights society that licenses the public performance and communication of the world's repertoire of copyright-protected musical works in Canada and then distributes royalties to its members and affiliated international societies. 	\$ 80.00	September 15
<p>Re:Sound</p> <ul style="list-style-type: none"> Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses recorded music for public performance, broadcast and new media. 	\$ 55.00	September 15

Transfers	Fee	Deadline
<ul style="list-style-type: none"> In the case of athletes, coaches and judges transferring their membership during the season from one club to another a Club Transfer Form must be submitted to the MGA office. Without a signed transfer form, the club who originally registered the individual at fall registration will retain this individual as a member for the membership year September 1 – August 31. 	<p>A refund will be issued to the club who originally registered the participant and the club who the participate is transferring to will be charged.</p>	Ongoing

Sanctions	Fee	Deadline
<ul style="list-style-type: none"> Complete and return the Competition Sanction Application to the MGA office. Priority will go to the clubs hosting Provincial Championships and Qualifiers. The MGA will advise the clubs if their application to host is successful no later than September 14th of the current competitive year. 	N/A	September 1 st of the competitive season. Submissions following September 1 st will not receive priority allocation of dates.
<p>Host Responsibilities:</p> <ul style="list-style-type: none"> a) Email a list of participants (gymnasts, coaches and judges) to the MGA office. b) List must include; <i>GCG number, First & Last name, Club, Level</i>. If they have not provided a GCG number, verify with the MGA. c) Provide a listing of First Aid personnel whom will be on site at your competition along with a copy of their valid certificate. Certificates will be on file with the MGA until expiry. 	N/A	Two weeks prior to the competition.
<p>Host Responsibilities:</p> <ul style="list-style-type: none"> The club must forward the Post Competition Report and payment to the MGA office 	\$ 5.00 per gymnast	Immediately following the competition

Coaches Requirements

Certification

2018-2019	RIS	CARC	CRC	Minimum NCCP Certification Required
Recreational				
C1A - Apprentice Coach	Yes	Yes	No	All coaches (Ages 16 years of age and older) must attain their NCCP Gymnastics Foundations training as soon as possible, preferably within the year.
C1 - Artistic Coach	Yes	Yes	No	
C1 TT - T&T Coach	Yes	Yes	No	
Regional¹				
C2 - Artistic Coach	Yes	Yes	Yes	All coaches (Ages 16 years of age and older) must attain their NCCP Gymnastics Foundations training as soon as possible, preferably within the year.
C2 TT - T&T Coach	Yes	Yes	Yes	
Provincial/National¹				
C3 ² - Artistic Coach	Yes	Yes	Yes	All coaches (Ages 16 years of age and older) must attain their NCCP Gymnastics Foundations training as soon as possible, preferably within the year.
C3TT ² - T&T Coach	Yes	Yes	Yes	

¹ Coaches travelling out of province are subject to GCG's travel requirements.

² National Stream coaches are required to follow the GCG Policies regarding mandatory NCCP certification and screening.

- Recreational only clubs, who wish to become members of the MGA must retain the services of a coach who is Gymnastics Foundations trained or Level 1 certified.
- Clubs that offer Regional Stream or higher who wish to be members of the MGA, must retain the services of a coach who is Gymnastics Foundations or Level 1 certified.
- All coaches participating in any sanctioned competitions must have a minimum of Gymnastics Foundations trained or Level 1 Certification.

2019 and Beyond				
	RIS	CARC	CRC	Minimum NCCP Certification Required
Recreational				
C1A - Apprentice Coach	Yes	Yes	No	N/A
C1 - Artistic Coach	Yes	Yes	No	Gymnastics Foundations Artistic Trained or Level 1 Certified
C1 TT - T&T Coach	Yes	Yes	No	Gymnastics Foundations Trampoline Trained or Level 1 Certified
Regional¹				
C2 - Artistic Coach	Yes	Yes	Yes	Gymnastics Foundations Artistic or Level 1 Certified
C2 TT - T&T Coach	Yes	Yes	Yes	Gymnastics Foundations T&T or Level 1 Certified
Provincial/National¹				
C3 ² - Artistic Coach	Yes	Yes	Yes	Gymnastics Foundations Artistic or Level 1 Certified, Competition 1 or Level 2 training is strongly recommended.
C3TT ² - T&T Coach	Yes	Yes	Yes	Gymnastics Foundations Artistic or Level 1 Certified, Level 2 training is strongly recommended.

¹ Coaches travelling out of province are subject to GCG's travel requirements.

² National Stream coaches are required to follow the GCG Policies regarding mandatory NCCP certification and screening.

- To be registered as a club at least one Gymnastics Foundations or Level 1 certified coach must be on the gym floor at all times.
- Clubs registered as Provincial Stream coaches must have at least one Competition 1 or Level 2 certified coach on the gym floor at all times. It is strongly recommended that all coaches teaching Provincial teaching Provincial Stream are a minimum of Competition 1 trained.

For more information on NCCP Certification and Training visit [here](#).

Respect in Sport Program

The MGA requires that each coach at an MGA Member Club, complete the "Respect in Sport" Program prior to the commencement of classes at the Member Club. RiS is valid for 5 years, re-certification must be completed by September 1 of the due year.

Once the Respect in Sport Program has been completed by the coaches, the MGA Member Club submits the certificate number with the registration for the coach to the MGA.

Coaches who have not completed the "Respect in Sport" Program as per MGA Policies and Procedures are not allowed to coach at their respective club until the process has been completed. Membership will not be granted without successful completion of this process.

The Respect in Sport Program addresses a broad audience of leaders who work in any capacity with youth. Including such topics as, but not limited to;

- The physical, emotional and cognitive needs of young people of different age groups and backgrounds and how to be an inclusive leader.
- The effects of unrealistic expectations.
- Leadership styles, how you lead and how to be the best leader you can be.
- The use of positive and negative power and the importance of building positive self-esteem.
- The challenges of leading youth in the digital age with a focus on understanding and recognizing the damaging effects of cyber bullying.
- The effects of Bullying, Abuse, Harassment and Discrimination (BAHD) and the short-term and long-term impact on these behaviors, on the mental health of young people.

For more information on RIS visit [here](#).

Child Abuse Registry Check

MGA requires that **each coach** at an MGA Member Club, regardless of age, **complete a Child Abuse Registry Form** prior to the commencement of classes at the Member Club. This process **must be completed annually** and is valid from September 1 – August 31.

Once the Child Abuse Registry Form has been completed by all coaches, the MGA Member Club mails the form(s) and \$20.00 fee (cheque made payable to the Minister of Finance) to the MGA Office. The MGA submits the form(s) and cheque(s) to the Child Abuse Registry Unit and will inform the Member Club of the status of their coach(es) within 21 days, if the status will have a negative impact on the club.

Coaches who have not completed a Child Abuse Registry Form as per MGA Policies and Procedures are not allowed to coach on the floor at their respective club until the process has been completed. Membership will not be granted without successful completion of this process. Contact [Regan Bint](#) for a current copy of the form.

Criminal Record Check

MGA requires that each **competitive coach** (C2 or up) at an MGA Member club, whom is over the age of 18, must complete an Enhanced Criminal Record Check online through the MGA Sterling Backcheck.com platform annually. CRCs will not be accepted through any other method/system unless approved by the MGA in advance.

Each club will be set up with their own administrative log in. Each log in can be set up so the club or the individual pays their respective fees (\$26.50 per check). Contact [Karly Miller](#) to have your club log in set up. Once the check is complete the individual, the club and the MGA will all have access to a copy of the CRC.

Insurance

All Sport

Introduction

The MGA provides liability and accident insurance coverage to registered members and clubs in good standing who have fulfilled the following membership registration requirements:

- Have paid the designated Club Fee and submitted their Letter of Intent within thirty days of receipt of the Registration Package.
- Have registered all of their individual recreational participants, competitive athletes, coaches, officials and associate members by submitting the required forms and fees on or before the due date, as stated in their Letter of Intent.
- Register all new members (as above) throughout the year's program activities.

Clubs that do not meet the above registration requirements will not be considered a club in good standing and will not be covered by MGA insurance policies.

Coverage is for the MGA and club activities such as training, programs, events, competitions, displays and demonstrations which are recognized by the MGA. All clubs in good standing will be considered as having their regular in-club training and program activities sanctioned as part of their acceptance of membership in the MGA.

Liability

The MGA provides members and clubs in good standing with the following liability insurance coverage.

- Comprehensive General Liability (includes injury to participant)
- Directors & Officers Liability

Clubs and members must inform the Executive Director of all possible liability claims that they believe may arise. Failure to report a potential liability insurance claim within one week of the incident may void the insurance coverage.

From time to time, a MGA Full-Member Club may be using a facility to hold an event or display. If the property manager requests proof of insurance, the MGA will provide the club with a photocopy of the Certificate of Insurance.

Accident and Accidental Death and Dismemberment Insurance

The MGA's accident insurance coverage is for medical expenses, for members and clubs in good standing, over and above those paid by government and/or private health insurance plans. Accident insurance coverage will respond to an injury sustained while participating in sanctioned activities of the MGA. It is not an "aches and pains" policy, which means it does not provide coverage for chronic or overuse injuries. The

MGA also provides individual members (not affiliate clubs) in good standing with Accident and Accidental Death and Dismemberment Insurance Coverage for accidents occurring during MGA sanctioned activities.

Accident Reporting and Accident Insurance Claim Procedures

- After an accident occurs, the claimant must ensure completion of Sections I – V on the Accident Claim Form. Once this form is completed, and the [Attending Physician's Statement](#) (completed by a licensed physician), or a [Dentist Form](#) has been filled out, the forms are sent to the MGA office, which then submits to All Sport Insurance through Sport Manitoba.
- A physician and/or dentist must be consulted within thirty days of the accident.
- The MGA office will review the forms, verify the membership of the injured participant, authorize the claim and forward it to the insurance company.
- The [Accident Claim Form](#) must be received by All Sport Insurance within ninety days of the accident.
- The insurance company will then communicate directly with the injured participant in terms of further information required, and reimbursement.
- See [here](#) for Common Insurance Questions and Answers.

Birthday Parties and Drop-In Sessions

Additional insurance coverage for Birthday Parties and Drop-In Sessions are available for purchase from the MGA. The cost of the insurance is \$1.25 per participant per party/session.

The requirements to qualify for the insurance are as follows;

- The party/session must be structured with instructors providing safe activities that are applicable to the participants age and abilities.
- Clubs are to ensure there is *at least* 1:10 coach to participate ratio.

To apply for coverage, you must fill out the [Birthday Party Reporting Form](#) or [Drop-In Reporting Form](#) and submit it within 30 days following the party/session.

The MGA will invoice the clubs Quarterly (June, September, December and March) for the premiums incurred.

While it is not a mandatory requirement, it is ***strongly recommended*** that each club collect the first and last name of all party participants as well as to have a signed consent/waiver form on file for each party/session.